



## DEPARTMENT OF THE ARMY

293D BASE SUPPORT BATTALION

UNIT 29901

APO AE 09086-9901

IMEU-MAN-EEO

JUL 26 2005

### MEMORANDUM FOR SEE DISTRIBUTION

Subject: 293D Base Support Battalion Command Policy 58, Equal Employment Opportunity Complaints Procedure

1. In accordance with Title 29 Code of Federal Regulations, Part 1614, and Army Regulation 690-600, all U.S. civilian employees, applicants for employment, and former employees have the right to file complaints of discrimination based on race, color, sex, national origin, religion, disability (physical or mental), age, or reprisal for participation in EEO-protected activity. The complainant must first present the matter to an EEO official for inquiry within 45 calendar days of the incident, the date of the personnel action, or the date of discovery that an incident of discrimination may have occurred.
2. Individuals with EEO concerns must contact an official of the 293d Base Support Battalion (BSB) EEO Office, located in building 246, rooms 116/117, Sullivan Barracks. The following EEO officials are authorized to receive complaints of employment discrimination: David L. Smith, EEO Manager, phone: 385-3785; or Gloria Wilson-Ahlemann, EEO Specialist, phone: 385-2247. The 293d BSB EEO Office provides EEO complaint processing support for the 293d BSB and tenant organizations located in the 293d BSB area of operation.
3. Upon receipt of an allegation of discrimination, the EEO manager/alternative dispute resolution (ADR) team will determine if traditional EEO counseling or ADR is appropriate for reaching resolution. If traditional counseling is appropriate, within 30 calendar days, an EEO counselor will conduct an informal inquiry, acquire pertinent information, interview the aggrieved and management witnesses, explore settlement options, and prepare a report. If resolution is reached, a negotiated settlement agreement will be signed. If resolution is not reached, the counselor will furnish the aggrieved individual information for filing a formal complaint of discrimination.
4. If ADR is appropriate and is elected by the aggrieved individual, mediation between management and the aggrieved individual will be conducted to resolve the issue within 90 calendar days. Mediation will be conducted by a neutral, certified mediator. If mediation is successful, a negotiated settlement agreement will be signed. If mediation is not successful, the aggrieved individual will be furnished information for filing a formal complaint of discrimination.





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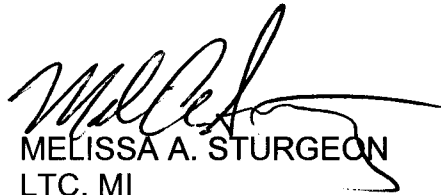
SUBJECT: 293D Base Support Battalion Command Policy 59, Equal Employment Opportunity and Affirmative Employment Policy

1. References: 29 Code of Federal Regulation, Part 1614 – Federal Sector Equal Employment Opportunity, Army Regulation 690-600 – Equal Employment Opportunity Discrimination Complaints and EEOC Management Directive 715.
2. I am totally committed to the Department of the Army goal to provide equal employment opportunity and treatment without regard to race, color, religion, sex, age, national origin, and physical or mental disability.
3. I expect all managers and supervisors to ensure that equal employment opportunity is applied to, and is a part of, all personnel management policies, procedures and actions that affect employment, including recruiting, hiring, assignments, transfers, tour extensions, training, promotions, awards, disciplinary actions, and terminations.
4. Support of the principles of the Equal Employment Opportunity (EEO) program will remain a critical element in the supervisory evaluations of managers, supervisors, and leaders who have the responsibility for maintaining a productive work environment free of discrimination. Nothing less than full support of these principles is acceptable.
5. Discrimination violates the high standards of honesty, integrity, and organizational values needed to carry out our mission. Discrimination based on race, color, religion, sex, age, national origin, physical or mental disability, or reprisal, will not be tolerated. Behavior that could be interpreted as discriminatory, including racist or sexist jokes and slurs is unacceptable.
6. I expect each manager, supervisor, leader, and employee to create and maintain an environment free of discrimination for our civilian employees. Supervisors will ensure that offenders receive swift and appropriate punishment in proven cases of discrimination. Civilians should report discrimination through their chain of command or to the Equal Employment Opportunity office to seek proper redress for complaints.

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SUBJECT: 293D Base Support Battalion Command Policy 59, Equal Employment Opportunity and Affirmative Employment Policy

7. Affirmative employment is another goal of our EEO program. It involves the identification of policies and practices that impede fair and open competition and removal or modification, where appropriate, of any policy, practice or procedure that creates a barrier to equality of opportunity. Supervisors have an ongoing obligation to eliminate barriers that impede free and open competition in the workplace and prevent individuals of any racial or national origin group or either sex from realizing their full potential. Supervisors must also take proactive steps to ensure equal employment opportunity for individuals with disabilities, to include hiring, placement and advancement; and they will work in a cooperative manner to provide reasonable accommodations to qualified individuals with disabilities.
8. I encourage all managers, supervisors, leaders, and employees to make equal employment opportunity a reality in all U.S. Army organizations in the 293d Base Support Battalion Area, and to create a work environment conducive to personal and professional excellence.
9. A copy of this memorandum will be permanently displayed on official bulletin boards. Managers and supervisors should also circulate this memorandum among civilian employees, to ensure that each employee is aware of this policy.
10. The proponent for this policy memorandum is the 293d BSB Equal Employment Opportunity Office, DSN 385-3785.



MELISSA A. STURGEON  
LTC, MI  
Commanding

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SUBJECT: 293D Base Support Battalion Command Policy 60, Sexual Harassment

1. Sexual harassment is illegal and is defined by the Department of the Army as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

2. This definition emphasizes that workplace conduct, to be actionable as "abusive work environment" harassment, need not result in concrete psychological harm to the victim. Rather, it needs only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or offensive.

3. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence or affect an employee's career, pay or job, is engaging in sexual harassment. Similarly, any person who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature, is engaging in sexual harassment.

4. Any person who is sexually harassed is encouraged to immediately report the harassment to the appropriate supervisor and/or the chain of command, the Equal Employment Opportunity Office, the Equal Opportunity Office, or the Inspector General Office. Your report will be treated in a confidential manner to the extent possible, be promptly and thoroughly investigated, and if substantiated, the offender will be subject to stringent penalties, up to and including removal. Any person that reports sexual harassment or other sexual misconduct will not face retaliation for reporting these matters.

5. I will not tolerate behavior that could be interpreted as sexual harassment. I expect each member of this command, and I encourage all U.S. Army organizations in the 293D Base Support Battalion Area, to create and maintain an environment free of sexual harassment. To ensure the proper level of awareness on the topic of sexual harassment, directors and supervisors will schedule DA civilian employees and their supervisors to attend Prevention of Sexual Harassment (POSH) training presented by the Equal Employment Opportunity (EEO) Office, as follows:

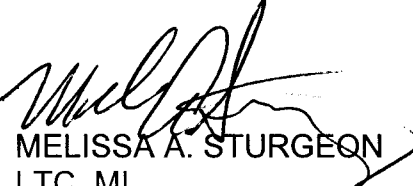
a. Initial POSH training must be taken in a classroom setting within 90 days of entry into the Federal workforce, or within 90 days of initial appointment to supervisory duties. The EEO office will provide POSH classes on a scheduled basis throughout the year for U.S. civilian employees and supervisors assigned to the BSB and tenant units.

b. Employees transferring into the command are required to attend POSH training in a classroom setting, or complete training on-line through a web-based POSH course, within 90 days of assignment, unless they provide documentation to the EEO Office showing that they are current with the POSH training requirement. Completion certificates from web-based training must be provided to the EEO Office.

c. In accordance with 26<sup>th</sup> ASG standards, all DA civilian employees and their supervisors who are assigned to the BSB, must complete refresher POSH training, using a web-based, contractor prepared system, on an annual basis. Department of the Army civilian employees and their supervisors assigned to tenant units are required to complete refresher POSH training on a biennial (every two years) basis, in accordance with Department of the Army standards. Personnel assigned to tenant units may also fulfill this requirement using web-based training. Completion certificates from web-based training must be provided to the BSB EEO Office for updating of training records.

6. A copy of this policy will be permanently displayed on official bulletin boards. Managers and supervisors will also circulate this memorandum among U.S. civilian employees and their supervisors on an annual basis. Each directorate will maintain a record of the employee/supervisor's signature acknowledging they have read this policy.

7. The proponent for this policy memorandum is the 293D BSB Equal Employment Opportunity Office, DSN 385-3785.

  
MELISSA A. STURGEON  
LTC, MI  
Commanding

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